

## ADULT SERVICES LIBRARIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

To perform professional library functions within the adult services and reference sections of the Library; to develop the adult services and reference sections collections; to provide assistance, education and information to patrons on Library use and services; and to perform a variety of duties relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Library Director.

### **ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Perform professional library functions within the adult services and reference sections of the Library; provide assistance to Library patrons of all ages in locating various materials; explain use of automated catalog systems, indexes and databases; recommend materials to patrons using standard bibliographic sources; locate materials on the shelf.
2. Determine patrons' needs through the reference interview process; identify appropriate sources for obtaining books and other materials that the Library does not own; suggest resources from within the library's collection or from other libraries.
3. Research, evaluate and recommend the purchase of books and periodicals for the adult services and reference sections collections; maintain awareness of trends in book publishing through reading appropriate library and related journals.
4. Evaluate and recommend items for withdrawal from the adult services and reference sections collections; analyze subject areas on a regular basis to ensure adequacy and currency of materials.
5. Perform circulation desk duties; check out Library materials to patrons; check in and prepare materials for return to the circulating collection; collect materials from book deposits; register new patrons and collect overdue fines; place specific title holds.
6. Assume responsibility for inter-library loan program; receive patron requests; research availability; coordinate receipt, distribution and return of requested materials.
7. Operate a variety of office equipment including a computer, typewriter, telephone system, copy machine, facsimile machine and other related equipment.
8. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of library science and reference services.
9. Some positions in this classification may be required to possess a valid driver's license and ability to meet the City's driving standards.
10. Some positions in the classification are required to speak, read and understand a second language proficiently.
11. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of a public library.  
Principles and procedures of professional and technical library services including library classification, cataloging and reference services.  
Computerized cataloging, bibliographical and circulation systems and databases.  
Principles and practices of adult services and reference programs and collections development.  
Resources available for reference literature and library materials.  
Principles and practices of library circulation functions.  
Modern office equipment including computers and supporting word processing and spreadsheet applications.  
Principles and practices of record keeping.  
English usage, spelling, grammar and punctuation.

### **Ability to:**

Perform professional level librarian duties.  
Evaluate new library materials and supplies for acquisition and inclusion in assigned collections.  
Perform professional and technical library tasks including cataloging and classification of materials.  
Perform research using reference materials.  
Operate computerized cataloging, bibliographical, acquisition and circulation data systems.  
Assist library patrons in response to complex reference and directional library questions.  
Operate a variety of office equipment including a computer and associated word processing and spreadsheet applications.  
Respond to requests and inquiries from library patrons.  
Prepare and present written and oral presentations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

Equivalent to a Master's degree in Library Science from an accredited college or university.

#### **Experience:**

Three years of increasingly responsible librarian experience.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Library environment; extensive public contact.

**Mobility:** Incumbents require sufficient mobility to work in a library setting and operate office equipment; moderate or light lifting.

**Vision:** Vision sufficient to read small print, computer screens and other printed documents.

